

## **CITY OF BURBANK**

### **SENIOR LICENSE & CODE SERVICES INSPECTOR**

#### **DEFINITION**

Under direction, to supervise the centralized property maintenance program and complaint tracking system; and to guide the enforcement of business tax, license, and zoning codes and regulations; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Directs the work of License and Code Services Inspectors; supervises, trains, and evaluates employees; investigates and interprets regulations in complex cases; checks and corrects daily field reports; assists in the planning and direction of surveys; prepares evidence for prosecution of various code violations; conducts field reviews to assure compliance with state and federal laws and reports violations to appropriate bodies or agencies; prepares and directs the preparation of correspondence and reports; reports violations of zoning and other code regulations; keeps abreast of current enforcement methods and recommends changes in regulations or procedures; implements Code changes; represents the City in small claims and municipal court as required; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - municipal codes, business law, office techniques, procedures, and equipment.
- Ability to - interpret and explain municipal codes; make accurate observations and reports; communicate effectively, both verbally and in writing; plan work and supervise personnel; establish and maintain working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Completion of two years of college-level course work in public administration, business administration, accounting, code enforcement, or related field and three years' experience in code compliance enforcement. NOTE: Additional professional experience may be substituted for the required education on a year-for-year basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.